



Board for Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects  
**PROFESSIONAL ENGINEER REFERENCE FORM**

**Instructions**

**Applicant:** Complete items #1 through #3 then forward this form to the individual serving as your reference. **Only a licensed professional engineer** may serve as a reference. All references must have known you for at least one year. Any individual designated as a reference on this form may **not** verify experience on your *Experience Verification Form(s)*. References cannot be more than one year old at the time the application is received.

**Reference:** Complete items #4 through #14. Enclose the form in a sealed envelope with your signature across the sealed flap. Return it to the applicant (for inclusion in their application package) or mail it directly to the Board at the address above. Your prompt response is appreciated.

1. Applicant's Name

\_\_\_\_\_  
Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number\*

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Mailing Address (PO Box accepted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

4. Reference's Name

\_\_\_\_\_  
Last First Middle Generation

5. Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

6. Are you a licensed professional engineer?

No ☐ Yes ☐ State \_\_\_\_\_ License Number \_\_\_\_\_

7. What is your business relationship to the applicant?

\_\_\_\_\_

8. How many years have you known the applicant?

\_\_\_\_\_

9. In your opinion, is the applicant of good moral character? Yes ☐ No ☐ If no, explain below.

\_\_\_\_\_

Attach a separate sheet of paper if more space is needed.

10. How long has the applicant been engaged in engineering work?

\_\_\_\_\_

11. What is the applicant's reputation as an engineer?

\_\_\_\_\_

12. Do you have any reservations regarding the applicant? No ☐ Yes ☐ If yes, explain below

\_\_\_\_\_

13. Additional comments. If additional space is needed, attach a separate sheet of paper.

\_\_\_\_\_

14. Signature \_\_\_\_\_ Date \_\_\_\_\_